



EMPLOYEE NAME:

Revised: 7/85; 2/88; 1/89; 8/91; 11/91; 5/93; 2/94; 12/94;
5/95; 3/96; 11/96; 2/98; 4/01; 6/05; 8/10; 10/12; 3/13; 3/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, Assessment & Personalized Learning	JOB CODE: 621A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: 238
REPORTS TO: Director, Assessment & Personalized Learning	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership for Teaching & Learning areas including assessment, evaluation, and personalized learning.	

REQUIREMENTS:

1.	Educational Level: Master Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience; district or building leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; knowledge of trends, theory and practice in planning, assessment and personalized learning; ability to organize and prioritize; ability to present complex data and materials to a variety of audiences

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides proactive leadership for the Office of Assessment & Personalized Learning in the areas of evaluation, research, and assessment reporting.
3.	Maintains a close working relationship with school-based and district level administrators to ensure information exchange, coordination of efforts, and support for decision making processes.
4.	Responds in a timely manner to requests for information or assistance.
5.	Provides professional development for school and district personnel in the use of assessment data for decision making.
6.	Assists in organizational analysis and development.
7.	Assists in the development of policies and administrative guidelines for assessment and evaluation.
8.	Reviews requests from outside agencies or individuals to serve as a strategic partner within the school district.
9.	Prepares or oversees the preparation of technical reports, results of data analyses, surveys, and procedural manuals.
10.	Keeps up to date on state mandates and priorities as they relate to job responsibilities.
11.	Utilizes technology tools and software for data driven decision making.
12.	Assists division personnel in keeping abreast of trends and developments in research and evaluation theory and practice.
13.	Serves on district committees and task forces in support of district initiatives and priorities.
14.	Assists in the development of the annual budget for the Office of Assessment & Personalized Learning.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____